Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
10/2001	i (ii), 1 (2), 3 (4), 13 (14), 15 (16), 29 (30), (35) 36, 39 (40), 41 (42).	PSO*7*71 PSO*7*80	Added changes related to OP Medication Copay/MillBill. p. i. Updated Revision History page. p. 1. Introduction section revised. p. 3. Orientation - added Copay Release Notes to list of related manuals. p. 13. Routine List - added four new routines. p. 15. Exported Options - added new security key and description. p. 29. External Relations - updated list of other software needed. p. 36. Software Product Security - added new security key and description. p. 39. Outpatient Pharmacy Supervisor Menu Diagrams – revised Copay Menu options and (p. 41) added new *Free Text Dosage Report* option. (Pages in parentheses were not changed but included in this Release Notes document for two-sided copying.)
09/2001	All		Complete revision. Added Revision History Page. Re-formatted the entire manual to meet national and local documentation standards. Added HL7 web address to External Interfaces section. (Sec. 9) Noted that the PSOA PURGE key and Purge options under Archiving are out of order until further notice (Sec. 6.2, 7, and 14. 6). Updated contents to include changes due to previously undocumented patch releases and the Pharmacy Ordering Enhancements (POE) project patch PSO*7*46.
12/97			Original release of V. 7.0 Technical Manual.

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1. Introduction

This document briefly describes the technical and security aspects of V. 7.0 of Outpatient Pharmacy (OP). It is intended for members of the Automated Data Processing (ADP)/Information Resources Management Service (IRMS) staff who have had experience with other Veterans Health Information Systems and Technology Architecture (V*ISTA*) software and have worked or will work with a package coordinator who is familiar with the functions of the Outpatient Pharmacy in a VA Medical Center. Readers without this background are referred to the documentation for the Kernel, the VA FileMan and the User's Manual for this release.

The Outpatient Pharmacy package provides a method for managing the medications given to veterans who have visited a clinic or who have received prescriptions upon discharge from the hospital. Prescription labels are automatically generated and refill request forms are printed. Medication histories are kept online to permit checks for potential interactions. Profiles can be generated to assist the clinician in managing the patient's medication regimen. Management reports aid the pharmacy in controlling inventory and costs.

A number of site parameters allow the individual Department of Veterans Affairs Medical Center (VAMC) to customize the package to meet local needs. The User's Manual describes these site parameters and the ways they influence the operation of the package.

See Section 10 of this manual, "External Relations," for a listing of software not included in this package that must be installed before this version of Outpatient Pharmacy is fully functional.

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2. Orientation

2.1.   Online Documentation

Throughout the entire OP package, enter a question mark (?) to obtain online information to assist in choosing actions at any prompt. Where examples of screen dialogs are given, user responses are shown as bolded text.

Additional information about this package is contained in help prompts and comments which are available online. Detailed information can also be obtained by using the Kernel routine XINDEX to produce detailed listings of the routines and by using the VA FileMan to generate listings of data dictionaries for the files.

The Data Dictionaries (DDs) are considered part of the online documentation for this software application. Use VA FileMan List File Attributes [DILIST] option, under the Data Dictionary Utilities [DI DDU] option, to print the DDs.

2.2.   Related Manuals

Outpatient Pharmacy V. 7.0 Release Notes
Outpatient Pharmacy V. 7.0 User Manual (Revised July 2001)
Computerized Patient Record System V. 1.0 Installation Guide
Computerized Patient Record System V. 1.0 Set-up Guide
Pharmacy Ordering Enhancements (POE)Phase 2 Release Notes
Outpatient Medication Copay Release Notes

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5. Routine List

The following is a list of routines for Outpatient Pharmacy that will be seen when the new routine set is loaded. The first line of each routine contains a brief description of the general function of the routine. Use the *First Line Routine Print* [XU FIRST LINE PRINT] option to print a list of just the first line of each PSO* routine.

```
PSOAMIS    PSOAMIS0   PSOAMIS1   PSOARC     PSOARCCO   PSOARCCV   PSOARCDE   PSOARCF1
PSOARCF2   PSOARCF3   PSOARCF4   PSOARCF5   PSOARCF6   PSOARCIN   PSOARCLT   PSOARCR1
PSOARCR2   PSOARCRR   PSOARCS2   PSOARCSV   PSOARCTG   PSOARCTP   PSOARX     PSOARX1
PSOAUTOC   PSOB       PSOBARV    PSOBBC     PSOBGMG1   PSOBGMG2   PSOBGMG3   PSOBGMGR
PSOBING1   PSOBINGO   PSOBKDED   PSOBMST    PSOBRPRT   PSOBSET    PSOBSET1   PSOBUILD
PSOCAN     PSOCAN1    PSOCAN2    PSOCAN3    PSOCAN4    PSOCLERK   PSOCLO1    PSOCLOLS
PSOCLPRE   PSOCLUTL   PSOCMOP    PSOCMOPA   PSOCMOPB   PSOCMOPC   PSOCMOPR   PSOCMOPT
PSOCOPAY   PSOCOST    PSOCOSTP   PSOCP      PSOCPA     PSOCPB     PSOCPC     PSOCPD
PSOCPDUP   PSOCPE     PSOCPIB    PSOCPTRH   PSOCPTRI   PSOCPVW    PSOCSRL    PSOCST
PSOCST10   PSOCST11   PSOCST12   PSOCST2    PSOCST3    PSOCST4    PSOCST5    PSOCST6
PSOCST7    PSOCST8    PSOCST9    PSOCSTD    PSOCSTM    PSOCSTX    PSODACT    PSODEA
PSODEDT    PSODELI    PSODEM     PSODGAL    PSODGDG1   PSODGDG2   PSODGDGI   PSODIR
PSODIR1    PSODIR2    PSODIR3    PSODISP    PSODISP1   PSODISP2   PSODISP3   PSODISPS
PSODIV     PSODLKP    PSODP      PSODRDU1   PSODRDU2   PSODRDUP   PSODRG     PSODSPL
PSODSRC    PSODUE     PSOEXBCH   PSOEXDT    PSOEXREF   PSOEXRST   PSOFSIG    PSOFUNC
PSOGCPR    PSOHCSUM   PSOHELP    PSOHELP1   PSOHELP2   PSOHELP3   PSOHELP4   PSOHLD
PSOHLEXP   PSOHLNE1   PSOHLNE2   PSOHLNEW   PSOHLPII   PSOHLPIS   PSOHLSG    PSOHLSG1
PSOHLSG2   PSOHLSG3   PSOHLSG4   PSOHLSIG   PSOHLSIH   PSOHLSN    PSOHLSN1   PSOHLUP
PSOHLUP1   PSOLAB     PSOLBL     PSOLBL1    PSOLBL2    PSOLBL3    PSOLBL4    PSOLBLD
PSOLBLD1   PSOLBLN    PSOLBLN1   PSOLBLN2   PSOLBLS    PSOLBLT    PSOLMAL    PSOLMAO
PSOLMDA    PSOLMLST   PSOLMPAT   PSOLMPF    PSOLMPI    PSOLMPO    PSOLMPO1   PSOLMPO2
PSOLMRN    PSOLMUTL   PSOLSET    PSOMAUEX   PSOMGCM1   PSOMGCOM   PSOMGM31   PSOMGMN1
PSOMGMN2   PSOMGMN3   PSOMGMN4   PSOMGMRP   PSOMGR31   PSOMGREP   PSOMGRP1   PSOMGRP2
PSOMGRP3   PSOMGRP4   PSOMLLDT   PSON52     PSONEW     PSONEW1    PSONEW2    PSONEW3
PSONEWF    PSONEWG    PSONFI     PSONGR     PSONRXN    PSONTEG    PSONTEG0   PSOORAL
PSOORAL1   PSOORAL2   PSOORAPI   PSOORCPY   PSOORDA    PSOORDER   PSOORDRG   PSOORED1
PSOORED2   PSOORED3   PSOORED4   PSOORED5   PSOOREDT   PSOORFI1   PSOORFI2   PSOORFI3
PSOORFI4   PSOORFIN   PSOORNE1   PSOORNE2   PSOORNE3   PSOORNE4   PSOORNE5   PSOORNE6
PSOORNEW   PSOORNW1   PSOORNW2   PSOORRL    PSOORRL1   PSOORRNW   PSOORUT1   PSOORUT2
PSOORUT3   PSOORUTL   PSOP       PSOP1      PSOP2      PSOPAT     PSOPOLY    PSOPOST
PSOPOST1   PSOPOST2   PSOPOST3   PSOPRF     PSOPRFSS   PSOPRVW    PSOPTPST   PSOR52
PSORDS     PSOREF     PSOREF0    PSOREF1    PSOREF2    PSORENW    PSORENW0   PSORENW1
PSORENW2   PSORENW3   PSORENW4   PSORESK    PSORESK1   PSORFL     PSORN52    PSORN52C
PSORPTS    PSORPTS1   PSORX1     PSORXCLE   PSORXDL    PSORXED    PSORXED1   PSORXEDT
PSORXI     PSORXL     PSORXL1    PSORXLAB   PSORXPA1   PSORXPR    PSORXPR1   PSORXRP1
PSORXRP2   PSORXRPT   PSORXVW    PSORXVW1   PSORXVW2   PSOSD      PSOSD0     PSOSD1
PSOSD2     PSOSD3     PSOSDP     PSOSIG     PSOSIGCX   PSOSIGDS   PSOSIGMX   PSOSIGNO
PSOSIGTX   PSOSITED   PSOSTART   PSOSUBCH   PSOSUCH1   PSOSUCHG   PSOSUCLE   PSOSUDCN
PSOSUDEL   PSOSUDP1   PSOSUDP2   PSOSUDPR   PSOSUINV   PSOSULB1   PSOSULBL   PSOSULOG
PSOSUP     PSOSUPAT   PSOSUPOE   PSOSUPRX   PSOSURST   PSOSUSRP   PSOSUTL    PSOSUTL1
PSOTRLBL   PSOUTIL    PSOUTL     PSOUTLA    PSOUTLA1   PSOVCNT    PSOVER     PSOVER1
PSOVER2    PSOVERC    PSOVRPT    PSOVWI     PSOXX      PSOXZA     PSOXZA1    PSOXZA10
PSOXZA2    PSOXZA3    PSOXZA4    PSOXZA5    PSOXZA6    PSOXZA7    PSOXZA8    PSOXZA9
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6. Exported Options

6.1.　Menu Assignments

Unless menus have already been assigned, the *Outpatient Pharmacy Manager* [PSO MANAGER] menu should be assigned to the Package Coordinator for Outpatient Pharmacy. It should also be added to the menu of the Site Manager and any ADP/IRMS staff that the Package Coordinator selects to help in the operation of Outpatient Pharmacy. The *Pharmacist Menu* [PSO USER1] option should be assigned to all pharmacists and the *Pharmacy Technician's Menu* [PSO USER2] option should be assigned to all pharmacy technicians and other pharmacy personnel who may view prescriptions and/or inquire into other Outpatient Pharmacy files.

6.2.　Security Keys

PSORPH

This key is required to use all of the Outpatient Pharmacy options. It should be assigned to all pharmacists, the package coordinator, and all appropriate members of the ADP/IRMS staff.

PSO COPAY

This key is used to identify users to notify when a copay exemption cannot be determined at the time a prescription fill is released. Holders of this key are also notified any time the *Exempt Rx Patient Status from Copayment* [PSOCP EXEMPTION] option is used to change the copay exemption for an Rx Patient Status.

PSOA PURGE

NOTE: Disabled until further notice. This key should be assigned to the package coordinator and/or any person who will be responsible for archiving prescriptions.

PSOLOCKCLOZ

This key is used to override the lockouts in the Clozapine options. All members of the Clozapine treatment team must be entered as users on the system and must be given this key. All pharmacists who have the ability to override the lockouts in this option must also hold this key. The Pharmacy Service representative of the Clozapine treatment team should identify these pharmacists.

PSOINTERFACE

This key is used to access the *External Interface Menu* [PSO EXTERNAL INTERFACE] option.

6.3.　Package Security

Electronic signatures may be established by using the *Electronic Signature code Edit* [XUSESIG] option.

In Kernel V. 8.0 the *Electronic Signature code Edit* [XUSESIG] option has been tied to the Common Options, under the *User's Toolbox* [XUSERTOOLS] submenu, for easy access by all users.

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10. External Relations

The following software is not included in this package and must be installed before this version of Outpatient Pharmacy is completely functional.

Package	Minimum Version Needed
Accounts Receivable (AR)	4.5
Adverse Reaction Tracking (ART)	4.0
Clinical Information Resources Network (CIRN)	1.0
Consolidated Mail Outpatient Pharmacy (CMOP)	2.0
Consolidated Patient Record System (CPRS)	3.0
Decision Support System (DSS)	3.0
Fee Basis	3.5
VA FileMan	22.0
Integrated Funds Control, Accounting, and Procurement (IFCAP)	5.0
Inpatient Medications (IP)	5.0
Integrated Billing (IB)	2.0
Kernel	8.0
Laboratory	5.2
MailMan	7.1
Master Patient Index/Patient Demographics (MPI/PD)	1.0
National Drug File (NDF)	4.0
Order Entry/Results Reporting (OERR)	3.0
Patient Information Management System (PIMS)	5.3
Pharmacy Data Management (PDM)	1.0
Remote Procedure Call (RPC) Broker	1.1

NOTE: For Outpatient Medication Copay options to be fully functional, the Pharmacy Ordering Enhancement (POE) project software must be installed, which includes patches to Outpatient Pharmacy (PSO*7*46), Order Entry/Results Reporting (OR*3*94), Pharmacy Data Management (PSS*1*38), and Inpatient Medications (PSJ*5*50).

10.1. Data Base Integration Agreements (IAs)

Outpatient Pharmacy (OP) V. 7.0 has Data Base Integration Agreements (IAs) with the packages listed above, in addition to the following: Consolidated Mail Outpatient Pharmacy (CMOP), Drug Accountability (DA), and Controlled Substances (CS). For complete information regarding the IAs for OP V. 7.0, please refer to the *Integration Agreement Menu* [DBA IA ISC] option under the *DBA* [DBA] option on FORUM.

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14. Software Product Security

14.1. Mail Group Setup for the HL7 External Interface
A mail group and device **must** be set up in order to run the HL7 external interface. The recommended name of the mail group is PSO HLGROUP1. The recommended device name is PSO HLDEVICE1.

14.2. Archiving/Purging

For archiving and purging information, see the section titled "Archiving and Purging" in this manual.

14.3. Interfacing

For interface information, see the section titled "External Interfaces" in this manual.

14.4. Electronic Signatures

Electronic signatures may be established by using the *Electronic Signature Code Edit* [XUSESIG] option. In Kernel V. 8.0 the *Electronic Signature code Edit* [XUSESIG] option has been tied to the Common Options, under the *User's Toolbox* [XUSERTOOLS] submenu, for easy access by all users.

14.5. Menu Assignments

The *Outpatient Pharmacy Manager* [PSO MANAGER] menu should be assigned to the Package Coordinator for Outpatient Pharmacy and also added to the menu of the Site Manager and any ADP/IRMS staff that s/he selects to help in the operation of Outpatient Pharmacy. The *Pharmacist Menu* [PSO USER1] option should be assigned to all pharmacists and the *Pharmacy Technician's Menu* [PSO USER2] option should be assigned to all pharmacy technicians and other pharmacy personnel who may view prescriptions and/or inquire into other Outpatient Pharmacy files.

14.6.   Security Keys

PSORPH   This key should be assigned to all pharmacists, the package
                        coordinator, and all appropriate members of the ADP/IRMS staff.

PSO COPAY   This key should be assigned to any users who need to be notified
                        when a copay exemption cannot be determined at the time a
                        prescription fill is released. Holders of this key are also notified
                        any time the *Exempt Rx Patient Status from Copayment* [PSOCP
                        EXEMPTION] option is used to change the copay exemption for
                        an Rx Patient Status.

PSOA PURGE   *NOTE: Disabled until further notice*. This key should be assigned
                        to the package coordinator and/or any person who will be
                        responsible for archiving prescriptions.

PSOLOCKCLOZ   This key is used to override the lockouts in the Clozapine option.
                        All members of the Clozapine treatment team must be entered as
                        users on the system and must be given this key. All pharmacists
                        who have the ability to override the lockouts in this option must
                        also hold this key. The Pharmacy Service representative of the
                        Clozapine treatment team should identify these pharmacists.

PSOINTERFACE   This key is used to access the *External Interface Menu* [PSO
                        EXTERNAL INTERFACE] option.

15. Outpatient Pharmacy V. 7.0 Menu Diagrams

Three main menus are exported with the package. The *Outpatient Pharmacy Manager* [PSO MANAGER] menu should be assigned to supervisors, package coordinators, and members of the ADP/IRMS staff. Pharmacists should have the *Pharmacist Menu* [PSO USER1] option and clerks and technicians should have the *Pharmacy Technician's Menu* [PSO USER2] option.

15.1. Outpatient Pharmacy Manager

Archiving ...
    Find
    Save to Tape
    Tape Retrieval
    Archive to File
    File Retrieval
    Purge
     > Out of order: Unavailable - Under Construction
    List One Patient's Archived Rx's
    Print Archived Prescriptions
Autocancel Rx's on Admission
Bingo Board ...
    BM   Bingo Board Manager ...
        Enter/Edit Display
        Auto-Start Enter/Edit
        Print Bingo Board Statistics
        Print Bingo Board Wait Time
        Purge Bingo Board Data
        Start Bingo Board Display
        Stop Bingo Board Display
    BU   Bingo Board User ...
        Enter New Patient
        Display Patient's Name on Monitor
        Remove Patient's Name from Monitor
        Status of Patient's Order
Change Label Printer
Clozapine Pharmacy Manager
    Display Lab Tests and Results
    Edit Data for a Patient in the Clozapine Program
    List of Override Prescriptions
    Register Clozapine Patient
Copay Menu ...
    CHAMPUS Billing Exemption
    Exempt Rx Patient Status from Copayment
    Reset Copay Status/Cancel Charges

DUE Supervisor ...
  1   Enter a New Answer Sheet
  2   Edit an Existing Answer Sheet
  3   Create/Edit a Questionnaire
  4   Batch Print Questionnaires
  5   DUE Report
Enter/Edit Clinic Sort Groups
External Interface Menu …
    Purge External Batches
    Reprint External Batches
    View External Batches
Label/Profile Monitor Reprint
Maintenance (Outpatient Pharmacy) ...
    Site Parameter Enter/Edit
    Edit Provider
    Add New Providers
    Queue Background Jobs
    Autocancel Rx's on Admission
    Bingo Board Manager ...
        Enter/Edit Display
        Auto-Start Enter/Edit
        Print Bingo Board Statistics
        Print Bingo Board Wait Time
        Purge Bingo Board Data
        Start Bingo Board Display
        Stop Bingo Board Display
    Edit Data for a Patient in the Clozapine Program
    Enter/Edit Clinic Sort Groups
    Initialize Rx Cost Statistics
    Edit Pharmacy Intervention
    Delete Intervention
    Auto-delete from Suspense
    Delete a Prescription
    Expire Prescriptions
    Manual Auto Expire Rxs
    Prescription Cost Update
    Purge Drug Cost Data
    Purge External Batches
    Recompile AMIS Data
Medication Profile
Output Reports ...
    Action Profile (132 COLUMN PRINTOUT)
    Alpha Drug List and Synonyms
    AMIS Report
    CMOP Controlled Substance Rxs Dispense Report
    Commonly Dispensed Drugs
    Cost Analysis Reports ...
        Clinic Costs
        Division Costs by Drug
        Drug Costs
        Drug Costs by Division
        Drug Costs by Division by Provider

        Drug Costs by Provider
        High Cost Rx Report
        Patient Status Costs
        Pharmacy Cost Statistics Menu ...
            Pharmacy Statistics
            Sort Statistics By Division
        Provider by Drug Costs
        Provider Costs
        Request Statistics
    Daily AMIS Report
    Drug List By Synonym
    Free Text Dosage Report
    Inactive Drug List
    List Prescriptions on Hold
    Management Reports Menu ...
        Daily Management Report Menu ...
            All Reports
            Cost of Prescriptions
            Count of Prescriptions
            Intravenous Admixture
            Type of Prescriptions Filled
        Date Range Recompile Data
        Initialize Daily Compile
        Monthly Management Report Menu ...
            All Reports
            Cost of Prescriptions
            Count of Prescriptions
            Intravenous Admixture
            Type of Prescriptions Filled
        One Day Recompile Data
        Purge Data
    Medication Profile
    Monthly Drug Cost
    Narcotic Prescription List
    Non-Formulary List
    Poly Pharmacy Report
    Released and Unreleased Prescription Report
Pharmacy Intervention Menu ...
    Enter Pharmacy Intervention
    Edit Pharmacy Intervention
    Print Pharmacy Intervention
    Delete Intervention
    View Intervention
Process Drug/Drug Interactions
Release Medication
Return Medication to Stock

Rx (Prescriptions) ...
    Patient Prescription Processing
    Barcode Rx Menu ...
        Barcode Batch Prescription Entry
        Check Quality of Barcode
    Complete Orders from OERR
    Discontinue Prescription(s)
    Edit Prescriptions
    List One Patient's Archived Rx's
    Reprint an Outpatient Rx Label
    View Prescriptions
Supervisor Functions ...
    Add New Providers
    Daily Rx Cost
    Delete a Prescription
    Edit Provider
    Initialize Rx Cost Statistics
    Inter-Divisional Processing
    Inventory
    Lookup Clerk by Code
    Monthly Rx Cost Compilation
    Pharmacist Enter/Edit
    Purge Drug Cost Data
    Recompile AMIS Data
    Site Parameter Enter/Edit
    View Provider
Suspense Functions ...
    Auto-delete from Suspense
    Change Suspense Date
    Count of Suspended Rx's by Day
    Delete Printed Rx's from Suspense
    Log of Suspended Rx's by Day (this Division)
    Print from Suspense File
    Pull Early from Suspense
    Reprint Batches from Suspense
Update Patient Record
Verification ...
    List Non-Verified Scripts
    Non-Verified Counts
    Rx Verification by Clerk